



## Health and Safety Group Terms of Reference and Operating Arrangements

**Date:** 27 April 2021**Version:**1**Review Date:** Annually

### 1. Introduction:

Public Health Wales' standing orders provide that "The Board may and, where directed by the Welsh Government must, appoint Committees either to undertake specific functions on the Board's behalf or to provide advice and assurance to the Board in the exercise of its functions. The Board's commitment to openness and transparency in the conduct of all its business extends equally to the work carried out on its behalf by committees".

In line with part 3 of the Standing Orders and Scheme of Delegation, the Board shall nominate annually a group to be known as the Health and Safety Group. This Group is a formal sub-Group of the Quality, Safety and Improvement Committee.

### 2. Purpose

The purpose of the Health and Safety Group is to:

- 2.1 Advise and assure** the Quality, Safety and Improvement Committee, the Board and the Accountable Officer on whether effective arrangements are in place to ensure organisational wide compliance with the Public Health Wales Health and Safety Policy, approve and monitor delivery against the Health and Safety priority action plan and ensure compliance with the relevant Health and Care Standards for Wales.

This will be achieved by encouraging strong leadership in health and safety, championing the importance of a common sense

approach to motivate focus on core aims distinguishing the risk levels and prioritising the issues identified.

**2.2** Where appropriate, the group will **advise** the Quality, Safety and Improvement Committee, the Board and the Accountable Officer on where and how, its Health and Safety management may be strengthened and developed further.

**2.3** **Approve**, on behalf of the Board, relevant, procedures and other written control documents in accordance with the Trust's Scheme of Delegation.

### **3. Delegated Powers and Authority:**

**3.1** With regard to its role in providing advice to the Quality, Safety and Improvement Committee, the group will comment specifically upon the adequacy of assurance arrangements and processes for the provision of an effective Health and Safety function encompassing:

- Staff and patient/service user health and safety
- Premises health and safety and security
- Personal safety and prevention and management of violence and aggression
- Fire safety
- Risk assessment
- Manual handling
- Health, welfare, hazardous substances, environmental safety.
- Staff healthy lifestyle / health promotion activities.
- Staff health and well-being
- Estates compliance – Fire – Asbestos – Legionella – Fixed Wiring – Gas Safety.

**3.2** The Group will support the Quality, Safety and Improvement Committee and the Board with regard to its responsibilities for Health and Safety:

- approve and monitor implementation of the Health and Safety Action Plan;
- review the robustness of assurances in meeting the Board and the Accountable Officers assurance needs across the whole of the Public Health Wales's' activities,

**3.3** To achieve this, the Groups programme of work will be designed to provide assurance that:

- objectives set out in the Health and Safety Action Plan are on target for delivery in line with agreed timescales;
- proactive and reactive Health and Safety plans are in place across the organisation;
- policy and procedure development and implementation is actively pursued and reviewed;
- where appropriate and proportionate, health and safety incident and ill health events are investigated and action taken to mitigate the risk of future harm;
- reports and audits from enforcing agencies and internal sources are considered and acted upon;
- employee health and well-being activities are in place in line with the organisations commitment to be a public health practicing organisation and corporate health standards;
- employee health and safety competence and participation is promoted;
- decisions are based upon valid, accurate, complete and timely data and information.
- to monitor the performance of operational level health and safety groups, recognising and sharing good practice and supporting areas for improvement.

**3.4 Access** The Chair of the Health and Safety Group will be the Executive Lead for Health and Safety.

The Head of Estates and Health and Safety shall deputise for the Chair of the Health and Safety Group.

#### **4 Sub - Groups**

**4.1** The Group may subject to the approval of the Board establish sub groups or task and finish groups to carry out on its behalf specific aspects of Group business.

#### **5 Membership and Attendees:**

**5.1** Chair – Executive Lead for Health and Safety.

#### **5.2 Members ;**

- Head of Estates and Health and Safety.
- Health and Safety Manager (Professional Lead) Public Health Wales (PHW).
- Health and Safety Lead (Microbiology Division)
- Health and Safety Lead (Screening Division)

- Lead for Infection, Prevention and Control
- Directorate/ Priority representatives
- Chief Risk Officer- Quality, Nursing and Allied Health Professionals
- Staff side Safety Committee representatives.

#### **5.4 By invitation:**

The Group Chair may extend invitations to appropriate persons to attend Group meetings as required from within or outside the organisation who the Group considers should attend, taking account of the matters under consideration at each meeting.

#### **5.5 Secretariat:** Executive Assistant and Business Support Manager, Operations and Finance Directorate

#### **6. Quorum**

At least 4 members one of whom must be the Chair or the Deputy Chair.

#### **7. Frequency of meetings-** Meetings to be held monthly (interim arrangements due to Covid-19 response). Frequency of meeting to be reviewed at each meeting.

### **8 APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS**

#### **8.1** The requirements for the conduct of business as set out in the Trust Standing Orders are equally applicable to the operation of the Group, except in the following areas:

#### **8.2** Quorum (see paragraph 6)

#### **8.3** Meeting's held in public – the Health and Safety Group meeting would not normally be held in public. Reports and minutes will be published following each meeting where required.

### **9. REVIEW**

#### **9.1** These terms of reference and operating arrangements shall be reviewed on an annual basis by the Group with reference to the Quality, Safety and Improvement Committee and the Board.